

Minutes of the Town Meeting Coordinating Committee Meeting
January 24, 2008

1. Call to Order: The meeting was called to order at 1:04pm. Present were Harry Brooks, Otto Stein, Peggy Roberts, Judy Simpson and Stephanie O'Keeffe. (Carol Gray arrived 15 minutes into the meeting.) Phil Jackson was absent.

2. Minutes: On a motion by Otto, second by Judy and voted unanimously, the minutes from the January 10 meeting were approved after minor edits.

3. Notification of members with expiring terms: Judy moved and Otto seconded a motion to notify Town Meeting members of expiring terms. It was voted unanimously. Judy will check on Monday or Tuesday who has taken out nomination papers and prepare to mail postcards to those who have not. She will copy the cards at Collective Copies and cover the cost herself (expected to be about \$2). Postage is expected to come from the TMCC budget. Judy and Stephanie have prepared the postcard template.

TMCC funds: Harry checked the TMCC account; there is \$222.02 remaining. Peggy asked what microphone costs were in case we have money left over. Harry will check but expects it's more than \$200.

4. Scheduling of Town Meetings: Otto was concerned if a potential Special Town Meeting would affect the Annual Town Meeting dates. The sense of the group was that it probably would not. Peggy asked if petition articles might be added to the warrant of a special Town Meeting. Judy said there is a 40 day deadline. It was agreed that there would be no warrant review for any Special Town Meeting.

Peggy said the draft calendar for Town Meeting deadlines changes our plan for the warrant review on April 10 because the deadline for submissions to the first packets is noon on April 9. This would mean that Town Meeting members would not receive a copy of the warrant before the warrant review.

Peggy said that warrant should be out on 4/7 with the Select Board scheduled to review the draft warrant on 4/2. The deadline for the second packet is 4/16 at noon.

Judy moved, Harry seconded, and the vote was unanimous that we reserve the Middle School auditorium for the warrant review for April 10 and 17 (with the understanding that we will clarify with them as soon as possible which date it will be). Otto suggested we have ACTV as a backup for the warrant review. Judy suggested we have CDs of the warrant review made by ACTV to have on loan at the library. Judy will call the library to see if they would set up a shelf as a lending library for Town Meeting information.

Carol reiterated Judy's suggestion from a prior meeting about roping off rows or sections at the Middle School Auditorium so the attendance would not look sparse.

5. Scheduling for pre-Town Meeting tasks & events:

Forum on CPAC and JCPC:

Harry suggested we use the ACTV studio for this forum. Carol said the Town Room worked well before. The sense of the group was that the Town Room would be the first choice with ACTV as a back up. A subcommittee was established to work on this forum. Carol and Judy agreed to be on the subcommittee. There was a discussion of who else could be on the subcommittee. Peggy mentioned her husband used to be on the JCPC and Carol suggested maybe he could offer the subcommittee advice about what panelists should be recruited. It was decided that this forum will be on April 10th or 17th whichever date is not being used for the warrant review.

Orientation for New Members:

Carol moved and Harry seconded a motion that there is a new member orientation 20 minutes before the Warrant Review. Judy pointed out that there are many incumbents running so there may only be 4 new people. The vote on this motion was five in favor. And one opposed, Carol, Harry, Stephanie, Peggy and Judy voted yes and Otto voted no.

Warrant Review:

Peggy and Otto will be planning the warrant review with the League as in past years.

Bus Tour:

Peggy asked whether there would be a need for a bus tour since we don't know if there will be zoning articles. Carol suggested we set up a tentative bus tour in case there are zoning articles. The bus tour was planned for April 12. Harry volunteered to set up the bus tour and call Mary Wentworth to see if she'll run it.

Precinct Meetings:

Carol volunteered to be part of a subcommittee to work on setting up precinct meetings. Judy will call Marcie Sclove and Carol will call Claude Teller to see if they might want to be on a subcommittee. In terms of timing, Harry suggested having precinct meetings on April 26th and 27th. Carol thought we should wait until some of the other dates get more final and set precinct meetings after that. Stephanie pointed out that school vacation week could be a conflict for some. Carol said a 7-10 day period for precinct meetings would be good. Peggy suggested between the 18th-27th.

ACTV Director Visit:

The Director of ACTV is scheduled to come to the TMCC meeting on 2/21. Carol asked if we should email Peggy items for an agenda for that meeting with him. Harry said there are a number of things that are in the mill now that he's involved with: the wiring, making CD's of the Warrant Review, improved microphones. Otto suggested we talk to the director about what he needs from us in terms of taping these programs and filming the bus tour.

6. Meeting Times:

There was a discussion about meeting times. Carol requested an evening meeting time because of daytime work schedules, or possibly an alternating schedule of during the day one time and in the evening the next. We set up Thursday, January 31 at 4pm with an alternate date of Tuesday, Feb. 5 at 7pm. Peggy will let us know which date and what location.

7. Mentoring:

Judy circulated a draft of a paper that could be included in packets about “Volunteering to Mentor” or “Requesting a Mentor”. Carol had a concern that the draft said those wanting a mentor could request one from a list, but this could mean that newer people will be hesitant to reach out to someone if they are not matched with a specific person. She thought it would be better to pair people up in mentoring relationships. Judy pointed out that one reason to allow new people to pick from a list of mentors is to remain nonpartisan. Carol suggested we have a page of information explaining what the mentor program covers (i.e., it is not for advocacy, it is to help people understand the TM process). Carol said she would do a draft of such a page. The mentoring issue will be carried over to the next agenda, as will the topics of babysitting and processing suggestions.

Miscellaneous issues:

- Carol asked that we have our agendas and minutes posted on the town website. Peggy pointed out that posting our agendas wouldn't give people adequate notice since we do the agendas on the Tuesday before the Thursday meetings. Otto raised a concern about whether minutes should be categorized to make it easier for the public to make sense of them. Carol said posting what we have in terms of agendas and minutes when we have them would at least give the public a sense of what we are doing. Peggy suggested Stephanie be the person to follow up with Kris Pacunas about the issue of posting agendas and minutes since she has been the member doing the posting of our material. She will call Stephanie to ask her to talk to Kris.
- Harry said we could have our TMCC meetings taped by ACTV.

8. Adjournment: Judy moved, Otto seconded and the vote was unanimous to adjourn at 2:42pm.